

# **Health & Safety Manual**

## **Supplement 2.20**

### **Personnel Selection, Qualification, Training, and Staffing at LLNL Nuclear Facilities**

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**Approved by the ES&H Working Group**

\_\_\_\_\_ date \_\_\_\_\_

**Robert W. Kuckuck  
Deputy Director of Operations**

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**Personnel Selection, Qualification,  
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**Contents**

1.0	Introduction .....	1
2.0	Applicability .....	1
3.0	Requirements/Regulatory Summary.....	1
4.0	Process for Compliance .....	1
5.0	Responsibilities.....	2
6.0	LLNL Contacts.....	2
7.0	Supporting References and Standards.....	2

# **Personnel Selection, Qualification, Training, and Staffing at LLNL Nuclear Facilities**

## **1.0 Introduction**

This supplement is a brief overview of the personnel selection, qualification, training, and staffing requirements established by the Department of Energy (DOE) for nuclear facilities. The Laboratory's implementing guidance on this subject has not yet been written. The Conduct of Operations Program (Supplement 2.19, Section 5) briefly addresses the topic of managing workers in an on-the-job training program.

The process for promulgating new DOE rules, orders, and standards for nuclear facilities as well as the terms and conditions in the contract (Contract W-7405-ENG-48, Appendix G) between the DOE and the University of California are in a state of change. This supplement will be updated to reflect any changes as soon as the requirement source documents become available.

## **2.0 Applicability**

The requirements in DOE Order 5480.20A (Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities) apply to personnel involved in the operation, maintenance, and technical support of LLNL nuclear facilities.

## **3.0 Requirements/Regulatory Summary**

DOE Order 5480.20A contains compliance requirements for all nuclear facilities. These requirements are based on DOE, National Regulatory Commission (NRC), and related industry standards. As a minimum, selection, training, and qualification programs at any nuclear facility must include these requirements.

## **4.0 Process for Compliance**

For each of its nuclear facilities, LLNL is required to

- Implement the requirements in DOE 5480.20A as applicable.

- Prepare and submit a Training Implementation Matrix to the DOE Oakland Operations Office Manager for review and approval.
- Prepare procedures that establish the requirements for granting exceptions to specific training or qualification criteria for an individual, as needed, and submit them to the DOE Oakland Operations Office Manager for review and approval.
- Provide written requests as needed for certification extensions to the Oakland Operations Office Manager for approval.
- Perform periodic, systematic evaluations of training and qualification programs. These evaluations shall be conducted in accordance with DOE-STD-1070-94, "Guidelines for the Evaluation of Nuclear Facility Training Programs."

## 5.0 Responsibilities

Payroll Associate Directors (ADs) and Facility ADs are responsible for implementing the requirements in DOE Order 5480.20A.

## 6. LLNL Contacts

For additional information, contact the following as necessary:

- Directorate Assurance Manager.
- ES&H Teams.
- Price Anderson Act Amendments (PAAA) Project Office (ext. 3-7540).

## 7.0 Supporting References and Standards

DOE Order 5480.20A, "Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities."

DOE-STD-1070-94, "Guidelines for the Evaluation of Nuclear Facility Training Programs."

*LLNL Training Program Manual*, latest edition.